



## NORTHWEST POWER NORTHWEST VALUES

**Job Title & Series:**

Business Specialist (IT) GS-1101

**Job Announcement Number:**

9767-12

**Grade & Salary Range:**

GS-09: \$50,021 - \$65,023

GS-11: \$60,520 - \$78,674

GS-12: \$72,540 - \$94,300

*Full performance level: GS-12. May be filled at any level above.*

**Opens:** 02/08/2012

**Closes:** 02/22/2012

*(Applications must be received by 11:59 p.m. Pacific Time)*

**Anticipated number of positions to be filled:** More than one position may be filled

**Location:** Portland, OR

**Type of Position:** This is a permanent position with a full-time work schedule.

**Organization:**

Internal Business Services / Information Technology / IT Program Management (NJM)

**Benefits:** BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

### Eligibility

Applications will be accepted from current and former competitive service Federal employees, and those eligible under special hiring authorities. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

### About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at [www.bpa.gov](http://www.bpa.gov).

### Job Summary & Major Duties

Join us in an exciting opportunity to create strategic and innovative solutions that facilitate the achievement of the objectives of the Information Technology (IT) organization and the Bonneville Power Administration.

The incumbent of this position serves as a business analyst and an IT contract management specialist, representing the IT organization in the management of IT contracts, including contracts for IT professional services and supplemental labor in the role of Contracting Officer's Technical Representative (COTR). The employee performs a wide variety of analytical and evaluative work requiring knowledge of business and trade practices; contracting methods and contract types, market conditions applicable to program and technical requirements, and the mission and programs of the IT organization. The employee plans and carries out difficult and complex assignments in support of IT hardware, software, professional services and supplemental labor acquisition and contract administration; provides advice and guidance on a wide range and variety of complex issues; interprets policies, standards, and guidelines; and evaluates and recommends adoption of new or enhanced approaches to delivering services. The employee:

- Works with Supply Chain Contracting Officer (CO) to shape and design contracts that will be low risk, lowest cost value and deliver the requirements desired for the technology.
- Reviews the Contractor's terms and conditions with consideration to the long and short term consequences for BPA.
- Assists the CO with contract negotiations.
- Conducts pricing reviews with regard to life cycle costs and issues by researching industry standards, averages, and practices.
- Works with and supports the supply chain with reference to all IT contracts in pre and post acquisition phases, safeguarding IT interests.

- Ensures the contract passes through all approval cycles such as cyber security, configuration management authority (CMA), software license management, etc. before it is released to the Supply Chain.
- Evaluates technology contracts with regard to intellectual property rights, life cycle costs (both above and below the line costs), contractor evaluation (technical skill capability, marketplace reliability, financial stability, etc.)
- Consolidates IT contracts to ensure that BPA is receiving the best value at the lowest cost and to improve contract management. Works to ensure that like contracts are consolidated on a regular basis for better cost and management.
- Serves as the COTR and/or provides support to other COTRs, as required for contracts.
- Develops policies and processes for creating contract files, electronically and physically that are consistent with official records management policy and procedures.

The ideal Business Specialist candidate will be a highly motivated individual who demonstrates a high degree of initiative and independent judgment in accomplishing the assigned duties, preferably with experience from projects and programs related to the IT industry. This candidate would be able to interpret and implement efficient and effective contracting processes, and also have experience reading, interpreting and translating issues and opportunities into strategic communications while ensuring compliance with all government contracting regulations and internal administrative requirements.

IT Program Management (NJM) provides budget planning and oversight, and hardware/software and supplemental resource management support for the IT organization. This includes supporting activities related to the IT budget and asset portfolio, Hardware and Software procurement, Software license management, IT COTR contract management, and supplemental labor acquisition and administration.

Information Technology (NJ) develops and supports agency-wide business automation systems and provides information technology governance, planning, and standards for the agency's general business activities. The Chief Information Officer (CIO) has overall responsibility and accountability for all BPA information technology-related (non-Grid Ops) programs. This includes establishing IT strategies, objectives, and performance standards in alignment with financial targets and agency direction.

## **Qualifications**

### **Specialized Experience (GS-09)**

1. Experience supporting the management and administration of hardware, software, or supplemental labor services contracts, such as monitoring vendor contract performance or tracking achievement of contract milestones and reporting results.
2. Experience supporting the hardware, software, or supplemental labor acquisition function in an organization, such as:
  - compiling hardware, software, or supplemental labor resources and maintenance requirements from program managers;
  - assisting in the development of hardware, software, or supplemental labor technical requirements, statements of work, or position qualifications; and
  - assisting in the development of contract specifications.
3. Experience participating in a business process study or analysis by gathering and analyzing basic facts regarding existing work processes and procedures, drawing conclusions, and communicating factual and procedural information to a senior analyst.

### **Specialized Experience (GS-11)**

1. Experience in which the applicant independently planned and performed assignments supporting hardware, software, or supplemental labor contract administration, such as:
  - interpreting and applying contract terms and conditions and initiating contact with vendor; or
  - reviewing contract requirements and specifications and proposing changes/amendments to contract provisions.
2. Experience interpreting and applying procurement regulations, policies, and practices to provide program managers with advice and guidance related to recurring hardware, software, or supplemental labor acquisition issues.
3. Experience conducting a business management study or analysis by gathering and analyzing basic facts regarding existing work processes and procedures, drawing conclusions, and communicating factual and procedural information to a senior analyst.

### Specialized Experience (GS-12)

1. Experience in which the applicant served as a project lead responsible for planning and performing assignments to support hardware, software, or supplemental labor contract administration.
2. Experience interpreting and applying procurement regulations, policies, and practices to provide program managers with advice and guidance on a wide range and variety of complex hardware, software, or supplemental labor acquisition and contract administration issues for other than an IT organization.
3. Experience conducting a study or analysis of an organization's hardware, software, or supplemental labor acquisition processes and procedures by analyzing existing processes and procedures, drawing conclusions, and developing process improvement recommendations.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

NOTE: Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. Applicants must have served 52 weeks at the next lower grade level in the Federal service. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled.

### EDUCATION

**GS-09:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

**GS-11:** Ph.D. or equivalent doctoral degree or 3 years of progressively higher level graduate education leading to such a degree or LL.M., if related.

College transcripts are required if substituting education for specialized experience. Failure to submit will result in a rating of not qualified.

### KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your qualifications.

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. **Clearly articulating your work experience to determine the application of this knowledge, these skills or abilities through performance is critical to determining your qualifications for this position.** For more information on how to provide supporting information for KSAs, please visit [http://jobs.bpa.gov/How\\_To\\_Apply/ksa.cfm](http://jobs.bpa.gov/How_To_Apply/ksa.cfm).

1. (Technical) **Knowledge of IT hardware, software, and supplemental labor and professional services procurement regulations, policies, and procedures to administer technical contract provisions.** Your application materials should demonstrate your experience:
  - Administering hardware, software, and supplemental labor or professional services contract provisions, such as monitoring and evaluating vendor performance and implementing rules/regulations, e.g., security investigations, clearances, etc., reviewing contract terms and conditions and proposing contract changes or amendments; and
  - Describe your level of responsibility, e.g., supporting role, independently performing work, leading work and/or projects.
2. (Technical) **Knowledge of procurement laws, regulations, and policies to provide program managers advice and guidance on acquiring hardware, software, and supplemental labor and professional services.** Your application materials should describe:
  - Demonstrate experience providing advisory services to program managers on the interpretation and application of acquisition policies, guidelines, and standards;
  - Describe experience persuading program managers to accept and implement proposed actions and recommendations; and
  - Describe the range and provide examples of supplemental labor acquisition or professional services issues or problems encountered in your experience.

3. (Technical) **Process Improvement: Ability to, and skill in, interpreting regulations, policies, standards, and guidelines to evaluate and recommend new or enhanced approaches to provide IT professional and supplemental labor acquisition and contract administration services.** Your application materials should:
- Demonstrate experience planning and conducting studies to evaluate and recommend ways to improve the effectiveness and efficiency of IT software, hardware, and professional services/supplemental labor acquisition and contract administration;
  - Provide specific examples of proposed policies, directives, and guidelines you developed or recommended;
  - Describe experience standardizing processes for acquiring, managing, and terminating contract services; and developing process improvement strategies for managing supplemental labor contracts; and
  - Describe any policies, directives, and guidelines you modified, adapted, and/or implemented but did not develop.

### **SECURITY & SUITABILITY**

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: [http://jobs.bpa.gov/How\\_To\\_Apply/faqs.cfm#18](http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18)

### **Application Package Checklist**

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position. (Optional Application for Federal Employment (OF-612): <http://www.usajobs.opm.gov/of612.asp>).
- Applications must include the following information:**
- Job Announcement number, title, and grade
  - Full legal name, mailing address, contact telephone number and email address
  - **Country of citizenship** (SSN or other ID is not requested at this time)
  - High school attended which includes name of high school and location.
  - Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
  - Indication if we may contact your current supervisor.
  - List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
  - Grade level(s) for which you are applying.
- ☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.
  - ☐ College transcripts (photocopies are acceptable) for positions with education requirements.
  - ☐ **VETERANS:** To be considered for VEOA or VRA consideration, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation
  - ☐ All applicants are encouraged to complete and submit the attached Applicant Source and Ethnicity and Race forms.

## How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** [jobs@bpa.gov](mailto:jobs@bpa.gov) with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: [http://jobs.bpa.gov/How\\_To\\_Apply/whathappens.cfm](http://jobs.bpa.gov/How_To_Apply/whathappens.cfm).

## Additional Information

**Veterans Information:** <http://www.usajobs.gov/vi>

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### **Career Transition Assistance Program/Interagency Career Transition Assistance Program**

**(CTAP/ICTAP):** Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

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**EEO Policy Statement:** <http://www.usajobs.gov/eeo>

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**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

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**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

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**Forms Availability:** All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

## **Applicant Source Form**

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

**(please specify):** \_\_\_\_\_

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

**(please specify):** \_\_\_\_\_

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

**(please specify):** \_\_\_\_\_

☐ **Career Fair** (campus events, community event)

**(please specify):** \_\_\_\_\_

☐ **BPA employee**

☐ **Other (please specify):** \_\_\_\_\_

U.S. Office of Personnel Management Guide to Personnel Data Standards	<b>ETHNICITY AND RACE IDENTIFICATION</b> (Please read the Privacy Act Statement and instructions before completing form.)
Name (Last, First, Middle Initial) <div style="background-color: gray; width: 50px; height: 15px;"></div>	
Agency Use Only	
<p><b>Privacy Act Statement</b></p> <p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p>	
<p><b>Specific Instructions:</b> The two questions below are designed to identify your ethnicity and race. <b>Regardless of your answer to question 1, go to question 2.</b></p>	
<p><b>Question 1. Are You Hispanic or Latino?</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>Question 2.</b> Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.</p>	
<p style="text-align: center;">RACIAL CATEGORY (Check as many as apply)</p>	<p style="text-align: center;">DEFINITION OF CATEGORY</p>
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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